

*East Coast*  
*Super Hornet*  
*Demo*

**2008 SUPPORT**

**MANUAL**



*Photo by Frank Steinkohl*

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## CHAPTER ONE - GETTING STARTED

### 1. PURPOSE:

- a. Congratulations! Your air show has been selected as a performance site for the United States Navy F/A-18F Super Hornet Tactical Demonstration by the East Coast Super Hornet Demo Team. The purpose of this document is to provide the air show director with the necessary information and requirements needed to host the demonstration team. We look forward to working with you in this endeavor and hope to help in making your event a resounding success.

### 2. OPEN HOUSE/AIR SHOW COMMITTEE MEMBERS:

- a. Air Show Director: The Air Show Director must read every section of this support manual and fully understand the contents and requirements. He/she must also sign the Air Show Director Form (Attachment 1) and return it within 30 days of your event. If you are missing one or two items from the agreement, please send it anyway. You can call the team later and pass on the additional information.
- b. Demonstration Team Project Leader: Experience has shown that having one focal point for funneling information between the show site and the team reduces the chances of miscommunication. We recommend naming one individual as your Demonstration Team Project Leader. That does not mean your designated representatives cannot call the team, but before making any schedule changes, representatives should coordinate with your Demonstration Team Project Leader.
  - i. The Demonstration Team Project Leader must read this manual and be acquainted with the respective areas of responsibility. He/she should be able to discuss all details of your air show and the team's operational requirements. Details will include, but are not limited to, your schedule of events, FAA waivers, airfield/show site diagrams, housing and transportation requirements, PR requests, maintenance equipment requirements, etc.
  - ii. The Demonstration Team Project Leader must be readily available for direct coordination at least 30 days prior to the air show.
- c. Navy Recruiter: Recruiting candidates for military service is the heart of the East Coast Super Hornet Demo Team's mission. It is essential that local recruiters work closely with the host-site Public Affairs/Publicity Representative to gain maximum benefit from the team's visit. Please keep them in the loop during your planning.
- d. Host-Site Public Affairs/Publicity Representatives: An effective publicity campaign is crucial to a successful air show. The host-site Public Affairs/Publicity Representatives should write or distribute all pre-show publicity, and arrange for media interviews, PR commitments, and live coverage of the air show. He/she is also responsible for coordinating with local Navy Recruiting Representatives and coordinating all receptions, dinners, and public relations visits.

### 3. MAILING ADDRESS:

- a. When corresponding with the East Coast Super Hornet Demo Team, send all letters, e-mails, and packages to the team that is scheduled to support your air show. Due to the possibility of mail delays, send important information by priority mail, in sufficient time to reach the proper party before the suspense date. In lieu of

priority mail, you may fax or e-mail the information. The correct mailing addresses, phone, and fax numbers for the teams are:

East Coast Super Hornet Demo Team

Mailing Address

VFA-106 E/F  
ATTN: East Coast Super Hornet Demo Team  
1760 1st Street  
Suite 200  
NAS Oceana, VA 23460

Phone and Fax Numbers

Phone: (757) 433-9022/23 or DSN 433-9022/23  
Fax: (757) 433-9025/9300 or DSN 433-9325/9300

Website

<http://www.nasoceana.navy.mil/ecrd/>

- b. A sheet delineating the team members (and their individual e-mails) for your show was included in this packet.

## CHAPTER TWO - THINGS WE NEED TO KNOW

### 1. AIR SHOW INFORMATION SHEET:

- a. The Air Show Information Sheet (Attachment 2) contains essential information needed by the team. Please send it as soon as possible, but not later than 30 days before your air show.
- b. When filling out the information sheet, be sure to include the full name and rank (if applicable) of all individuals, and commercial and DSN phone numbers
- c. Please verify all telephone numbers and notify us immediately of changes.

### 2. SCHEDULE OF EVENTS:

- a. As soon as possible, please provide the team a detailed schedule of your air show. It should list all events and performance times from opening to closing.

## CHAPTER THREE - MAINTENANCE PERSONNEL

### 1. MAINTENANCE PERSONNEL:

- a. The East Coast Super Hornet Demo Team will require three maintenance personnel at each show, and will advise the show of the need for more than three maintenance personnel when necessary.

### 2. MAINTENANCE PERSONNEL TRANSPORTATION:

- a. Do not order any tickets without first contacting the Demo Team. Team requirements are very specific and tickets not adhering to these requirements will have to be re-ordered.
- b. The East Coast Super Hornet Demo Team requires the show to pay for round-trip air transportation for all maintenance support personnel. Flight reservations should be made for departure from and return to the Norfolk, VA airport (identifier: KORF). Only in extenuating circumstances will other arrangements be made. Lack of support in this area will likely cause the team to cancel its appearance at your show.
- c. Maintenance personnel will need to arrive the same day as the aircraft and depart after the aircraft leaves the site. Arrival days are normally the day prior to the practice show. Departure days are normally the day after the show ends.
- d. The show should have transportation arranged for pick-up and drop-off of maintenance personnel at the airport.

## CHAPTER FOUR - HOUSING

### 1. GENERAL:

- a. The air show will provide lodging for all members of the team at no expense to them. The team cannot pay for hotel rooms with personal or government credit cards. Coordinate with them before making billeting arrangements. Please use the following guidelines.
  - i. Provide seven non-smoking rooms for the team. The team may require additional rooms due to other circumstances/requirements for your show. Room reservations are the host billeting representative's responsibility. The East Coast Super Hornet Demo Team cannot sign any billeting contracts.
  - ii. Team integrity is required. The team will not split into enlisted/officer quarters at military locations.
  - iii. Billet teams with other air show participants to the maximum extent practical.
  - iv. Reserve rooms under the East Coast Super Hornet Demo Team. Team members may change at the last minute and confusion may arise if rooms are reserved under individual names.
  - v. Billet a convenient distance from the show site, or from aircraft staging location in the case of a deployed show (20 minutes maximum driving time preferred).
- b. Should the team's aircraft experience malfunctions, they may be forced to stay longer than planned. If that is the case, the team will require the rooms for as long as required at the air show's expense. Rooms may also be required for specialized maintenance personnel that may have to report to fix the aircraft. In any event, the team will make every effort to depart as soon as possible to minimize the expense to the show.
- c. If the hotel charges for parking, arrangements must be made to have the charges waived. If the hotel will not waive the charges, the show sponsor will be required to cover the cost.

## CHAPTER FIVE - TRANSPORTATION

### 1. GENERAL:

- a. The host transportation representative must ensure vehicle requirements are met.
- b. Funding for vehicles is the air show's responsibility.
- c. Provide the team three vehicles (one minivan to carry maintenance tool boxes and equipment, and two mid-size cars). All team members will be qualified to operate rental or courtesy vehicles.
- d. Insurance coverage for cars rented for official government use is obtained in several ways. First, DoD has an arrangement with several car rental companies that provide insurance coverage. Vehicles rented through the government-contracted travel agent will have this coverage. For occasions when arrangements cannot be made through a rental car company under this agreement, renting a vehicle with the government travel card can provide insurance coverage. These provisions would not apply to vehicles rented by civilian air shows. They would need to arrange for insurance that would cover drivers other than the person who rented the vehicle (see Attachment 3).
- e. East Coast Super Hornet Demo Team personnel do not provide rental contract information to show sites. It is the air show's responsibility to provide vehicles for the team.
- f. The host transportation representative must ensure that:
  - i. Host personnel are briefed to release all required vehicles to the teams.
  - ii. All vehicles assigned for team use are available for the duration of their stay, including a continued stay due to aircraft maintenance problems, at the air show's expense.
  - iii. Do not issue GOVs to teams.
  - iv. All vehicles are in place, fully serviced and fueled.
  - v. All vehicles are in good mechanical condition and dependable.

### 2. COURTESY CARS:

- a. If courtesy cars are used, it is essential the dealer/provider understand the limitations on advertisements. Dealers/providers may not in any way (before, during, or after the team's visit) advertise that the courtesy cars were provided for East Coast Super Hornet Demo Team use.



## CHAPTER SIX - OPERATIONS

### 1. AIRFIELD DIAGRAM:

- a. Air show organizers must provide the team with a diagram of their airfield/show site. The team should receive the airfield diagram 30 days before the date of the air show. For deployed shows, the team must have a diagram of the show site as well as the airfield from which the aircraft will deploy. At a minimum, your airfield diagram should depict:
  - i. Show center location and coordinates
  - ii. The complete aerobatic box
  - iii. The entire show line and crowd line (with distance between them), and any secondary crowd lines
  - iv. Parking locations and coordinates for arrival and the show
  - v. Magnetic (MAG) bearing of the runway, depiction of Magnetic North, and the scale of the diagram
  - vi. Access routes to show center and aircraft parking

### 2. SHOW LINE:

- a. The show line should be an absolute straight path over the ground, located 1,500 (waiverable to 1,200 feet) feet in front of the crowd. If the crowd line is other than a straight line, the show line must be 1,500 feet (waiverable to 1,200 feet) from the closest spectator area. The team will use this line as a primary reference for all maneuvers.
- b. The show line for non-aerobatic maneuvers (high speed pass, knife edge pass, etc) is a minimum of 500 feet from the closest spectator area.
- c. All markers used to define the show line must be large, highly visible, easily identifiable, and with a stark color contrast to the surrounding terrain. (For military show sites, if the markers are to be placed within 1,000 feet of an active runway or taxiway, check with airfield management to confirm whether the markers must be frangible to comply with airfield obstruction clearance policies.) Markers must be in place prior to the first practice demonstration.
- d. For demonstrations flown over water, an artificial show line must be defined by fixed markers as described above. In addition to being large and highly visible, the markers must also be anchored to ensure they remain in the same position throughout the air show. You will need the assistance of the Coast Guard or Lake Patrol to ensure boats do not enter the aerobatic box during the demonstration.

### 3. SHOW CENTER:

- a. Show center is the location on which the team uses to center each maneuver during the demonstration. The team's primary desire is to position show center directly opposite the VIP seating area and centered along the length of the crowd line. If possible, locate show center in a highly visible area such as a taxiway or intersection of a runway. Show center should also be aligned, if possible, with a

building, road, or other identifiable object, to allow the pilot to accurately annotate any aerial photographs.

- b. Show center must be marked by a large, highly visible, easily identifiable object with a stark color contrast to the surrounding terrain. It must also be easily distinguishable from all other markers on the show line. If the show line is on the runway, the marker should be placed at least 100 feet off the runway so as not to interfere with takeoff or landing.

#### 4. CROWD LINE:

- a. The crowd line is a physical barrier preventing spectators from moving forward during an air show. Snow or FOD fencing for the crowd line barrier is necessary. This helps to prevent FOD from blowing onto the taxiways and runways.
- b. The FAA requires that the aerobatic box be void of all people not specifically required for preparation of the demonstration.

#### 5. AIRCRAFT PARKING (SHOW):

- a. Please coordinate parking with the senior maintenance representative when he/she arrives to discuss jet blast safety and parking. The team likes to park as close as safety permits to the crowd line so the crowd can see the team at work.
- b. The team requires that their aircraft be parked on a taxiway or ramp that is at least 75 feet wide. You should select an area that will give the pilot and maintenance personnel unrestricted access and movement. This will preclude them from frequently crossing active runways. Ensure the parking area has proper weight-bearing capacity (a fully fueled aircraft weighs approximately 50,000 pounds). If you are in doubt, contact the East Coast Super Hornet Demo Team.
- c. The spare aircraft is not a static display aircraft, and general access will not be permitted.

#### 6. HANGARING OF AIRCRAFT:

- a. Provide hangar space for aircraft in the event of severe weather (hail, etc.), maintenance of aircraft, or security concerns.

#### 7. WEIGHT-BEARING WAIVER:

- a. A weight-bearing waiver is required when your airfield weight bearing for a single wheel landing gear is less than 50,000 pounds.

#### 8. RUNWAY/TAXIWAY SWEEPERS:

- a. The parking area and all taxiways and runways the team uses must be absolutely free of foreign objects, which could damage our aircraft engines. It is mandatory that all surfaces (runways, taxiways, and ramps) be thoroughly swept before the team's arrival.
- b. If your airport maintenance facilities do not possess a vacuum sweeper, it will be necessary to make arrangements to obtain one.

- c. If a brush-style sweeper is used, ensure the bristles are not steel and that a thorough foreign object damage (FOD) check of the runway is accomplished after its use.
- d. Please restrict helicopters and Harriers from hovering over taxiways, ramps, and runways intended for the team's use unless you have a good plan for cleaning up the area afterward. It is absolutely essential that hovering not be performed over or near our parked aircraft.
- e. If you plan to use pyrotechnics anytime during the air show, ensure they are exploded far enough away to prevent blowing foreign objects on the team's aircraft or the runways and taxiways intended for the team's use. In addition, for safety considerations, we cannot permit pyrotechnic performances closer than 500 feet to the team's parked aircraft.

#### 9. F/A-18F DEMONSTRATION AIRCRAFT AIRSPACE USE

- a. East Coast Super Hornet Demo Team aerobatic maneuvers need the following airspace.
  - i. Five mile radius from show center
  - ii. 10,000 feet AGL

#### 10. SUPER HORNET TACTICAL DEMONSTRATION AIR SHOW:

- a. The demonstration, ground and flying, lasts approximately 12 minutes. It is imperative that no other events be scheduled during this time. Other acts should not be permitted to depart or land while the demonstration is in progress.
  - i. It is imperative that the East Coast Super Hornet Demo Team narrator has full control of the microphone and public address system 5 minutes prior to the scheduled takeoff.
  - ii. The team's takeoff must be no later than one half hour prior to official sunset. The takeoff is approximately 5 minutes after the narrator takes control of the microphone and your public address system.
  - iii. The actual flying portion is approximately 11 minutes long.
  - iv. The practice show will last the same amount of time as the actual show and will require the same FAA restricted airspace.

#### 11. COMMUNICATION:

- a. In the interest of providing the team the safest environment to operate in, the team and narrator/safety observer will operate on a discrete frequency for all demonstrations. This is to minimize the amount of third-party radio chatter that could distract the team and disrupt required ICS calls. The narrator/safety observer will be the only person in direct contact with the team. As such, during the demonstration, all other parties must coordinate through the narrator/safety observer for any information or coordination needed regarding the demonstration. Please provide the narrator/safety observer with a UHF/VHF radio for contact with the team.

- b. Please provide a podium and public address system with CD. The narrator needs this equipment to narrate the performance and play accompanying music.
- c. All aircraft are equipped with UHF/VHF capable radios.

12. WEATHER:

- a. One of the following shows will be flown, depending on the prevailing weather conditions:
  - i. High Show - 7,000 foot ceiling, 5 nautical mile visibility
  - ii. Low Show - 3,500 foot ceiling, 5 nautical mile visibility
  - iii. Flat Show - 1,000 foot ceiling, 3 nautical mile visibility

13. GENERAL INFORMATION:

- a. The team will not exceed the speed of sound during their demonstration.
- b. With the exception of the U.S. Army Golden Knights, the U.S. Navy Leap Frogs, and the Air Force Academy Jump Team, all landing zones for parachutist demonstrations must be at least 300 feet from the aircraft.
- c. If radio-controlled model aircraft will operate during your show, they must not come within 300 feet of the aircraft, laterally or vertically.
- d. If you plan to use a 500 foot show line for civilian performers, the aircraft must be parked at least 300 feet from the 500 foot show line to avoid over flight.
- e. If the Blue Angels or Thunderbirds are performing at your air show, the East Coast Super Hornet Demo Team cannot fly their demonstration within 15 minutes of their scheduled pre-show start time.
- f. Prohibit other aircraft from running engines during show narration.
- g. Please do not allow concessions at your air show to sell helium-filled balloons; they are a threat to safe flying operations.
- h. If hot-air balloons are a part of your air show, please ensure they are not inflated during the team's arrival, practice, or demonstration.
- i. Please ensure all team members have access to VIP areas to sign autographs and meet VIPs. To accommodate friends and family members, we request 15 reserved seats for team guests at show center.
- j. Please ensure the team has easy access to meals from the parking ramp area during the air show.

## CHAPTER 7 - FAA WAIVER/NOTAMS

### 1. FAA WAIVER:

- a. A waiver from the Federal Aviation Administration is required for the East Coast Super Hornet Demo Team's aerobatic maneuvers during both the practice and actual air show demonstrations. You may, however, submit all waiver requests on the same FAA Form 7711-2, Application for Certificate of Waiver or Authorization. You should initiate the waiver at least 90 days before your scheduled show date.
- b. Your request for waiver must not be issued to the "East Coast Super Hornet Demo Team" but must cite a representative of your organization in the "issued to" block of the waiver.
- c. The pilot will sign the waiver upon arrival at your air show.

### 2. DEMONSTRATION AND PRACTICE WAIVERS:

- a. In order for the team to perform at your air show, you must request a waiver to the following FAA regulations.
  - i. 91.117(a) - Aircraft speed in excess of 250 knots below 10,000 feet
  - ii. 91.117(b) - Aircraft speeds in an airport traffic area
  - iii. 91.119(b) - Minimum safe altitudes over congested areas (military teams with approved maneuvers packages only)
  - iv. 91.119(c) - Minimum safe altitudes over other than congested areas, except not closer than 500 feet to persons
  - v. 91.127 - Operating on or in the vicinity of an airport
  - vi. 91-129 - Operations at airports with operating control towers (when appropriate)
  - vii. 91.303 - Definition of aerobatic flight
  - viii. 91.303(c) - Aerobatic flight within a federal airway
  - ix. 91.303(e) - Aerobatic flight below an altitude of 1,500 feet above the surface
- b. Positioning turns for high performance aircraft operated by North American Demonstration Teams, regardless of the angle of bank or pitch attitude, but only as necessary to complete the turn, are not considered to be air show aerobatic maneuvers.
- c. At a minimum, waiver time for the practice and demonstration must begin 5 minutes before scheduled takeoff and extend for 30 minutes. Although the actual demonstration only lasts approximately 15 minutes, the additional time is requested to allow flexibility for possible maintenance problems or weather conditions. Once again, these times are a minimum; additional time can be requested. Please ensure the required time blocks are accurately reflected on the

waiver request. You could encounter unnecessary delays trying to obtain a new waiver.

3. NOTICE TO AIRMEN (NOTAMS):

- a. Your airfield must be closed for the total time issued on the waiver for both the practice and actual aerial demonstration. This time includes closure to airlines at commercial or joint-use airfields.
- b. Ensure a NOTAM is issued at least 48 hours in advance for both practice and actual demonstration waivers. It is of the utmost importance to not only provide a NOTAM closing the airfield, but to include the closure requirements of 5 NM from show center and 15,000 feet AGL for practice or demonstration.

Sample NOTAM (for practice or demonstrations)

Airspace surface to \_\_\_\_\_ MSL closed within 5 NM of \_\_\_\_\_

Airfield/TACAN from \_\_\_\_\_ Z to \_\_\_\_\_ Z on \_\_\_\_\_ (date)

4. TEMPORARY FLIGHT RESTRICTION (TFR):

- a. Due to numerous incursions over the last few years, TFR areas are now approved for East Coast Super Hornet Demo Team aerial demonstrations. Please establish your 5 NM airspace ring as a TFR. This can be done through your local Flight Standards District Office (FSDO). Refer any questions to the Aviation Safety Inspector, National Air Show Coordinator Operations, at (202) 267-3437.

## CHAPTER EIGHT - AIR TRAFFIC CONTROL

### 1. HAZARDS:

- a. Upon their arrival, please provide the team a sectional chart and advise of any hazards in the local area that are not readily known to transient aircraft.

### 2. RUNWAY BARRIERS:

- a. Show sites without arresting gear and with runways less than 8,000 feet must provide temporary arresting gear if an airfield with suitable arresting gear is not within 80 NM of the staged location.
- b. Show sites should coordinate with local FAA and airport management, as certain types of temporary arrestment equipment may affect civil commercial operations.
- c. Arresting gear may be activated from the tower or manually positioned. If manually positioned, it must be in place before all scheduled practices and demonstrations. The gear may need to be certified by the team upon arrival.

### 3. LOCAL AIRPORTS:

- a. Please make sure you contact all airports within a 5 NM radius of your airfield to ensure they are shut down during the time periods specified in the FAA waiver.

## CHAPTER NINE - MAINTENANCE

### 1. GENERAL:

- a. The air show is responsible for obtaining and arranging for the required support listed in this manual, and for covering the costs involved in obtaining and transporting the equipment and materials.

### 2. FOREIGN OBJECT DAMAGE (FOD) CONTROL:

- a. FOD refers to damage to aircraft components (e.g. flight controls, tires, or engines) by foreign objects such as loose gravel, nuts, bolts, etc.
- b. All aircraft are susceptible to FOD. Pieces of ice as small as 1/4" or material as soft as cloth can damage the engines. Because of that, please make sure all surface areas where the teams operate are swept and cleaned prior to their arrival, and that these areas remain clean during their stay.
- c. Snow fencing will aid in preventing FOD from blowing onto the runways/taxiways when it is erected so that it touches the ground. Orange, nylon FOD fencing is an acceptable alternative to snow fencing along the crowd line.

### 3. FUEL REQUIREMENTS:

- a. Aircraft require JP-5, JP-8, Jet A or Jet A+. The fuel must be fuel-lab certified and provided by a certified vendor.
- b. Military sites: Fuel will be purchased using the DOD fuel card for each respective aircraft.
- c. Civilian sites: Navy regulations only allow the team to pay the current government rate for fuel. It is essential that you communicate this requirement to your fuel provider. Any additional cost for fuel above the government rate will be the responsibility of the air show.
- d. Fuel quantities: The team will require 9,500 pounds of fuel per demonstration (contingent upon their schedule at your location). They will let you know how much fuel they need for departing your air show.

### 4. MAINTENANCE EQUIPMENT REQUIREMENTS:

- a. The following maintenance equipment is required:
  - i. Hydraulic cart (MIL-H-83282)
  - ii. One 50 LB HALON or CO2 fire extinguisher
  - iii. Universal tow bar
  - iv. Tow vehicle
  - v. Nitrogen cart



## CHAPTER TEN - SECURITY

### 1. CROWD SECURITY:

- a. One of the most difficult areas of your air show is crowd security. Well-organized crowd control is essential to ensure the safety of spectators and to satisfy FAA requirements.
- b. For effective crowd security, the security/law enforcement officer must:
  - i. Ensure sufficient law enforcement/security personnel are posted to handle the anticipated crowd and set up a physical barrier, preferably snow fencing or FOD fencing, which acts as a crowd line. All spectators must remain behind this crowd line. Be prepared for spectators, especially children, to start moving forward unless strict control is exercised.
  - ii. Ensure members of the security/law enforcement team are on hand early, and positioned at specific intervals along the crowd line, to ensure the integrity of the intended crowd line is maintained. F/A-18F engines are extremely noisy, and could cause ear damage if someone without ear protection breaks past the crowd line and moves toward the aircraft.
  - iii. Brief the air show security team on all procedures for the air show.

### 2. AIRCRAFT SECURITY:

- a. Military sites: Security for aircraft at military installations will be in accordance DOD directives.
- b. Civilian sites: The air show must:
  - i. Arrange for around-the-clock protection of aircraft from arrival until departure through a local civilian law enforcement agency. No one is authorized to be on or around our aircraft without a team member escort.
  - ii. Throughout all periods at civilian airports when team personnel are not present, the following requirements must be met.
    1. Aircraft will be surrounded by a rope or raised barrier.
    2. A security patrol must provide constant observation of the aircraft.
    3. Provide additional security requirements, such as hangaring the aircraft, if requested by the team due to current world situation and security force levels.
    4. The security forces/law enforcement representative must coordinate communications capability and procedures for requesting emergency assistance from local military or civilian police as appropriate for the air show location.

## CHAPTER ELEVEN - NAVY RECRUITING

### 1. GENERAL

- a. The local Navy Recruiting Office should assign a project officer/NCO for your air show. He/she will contact your air show project manager and public affairs representative to coordinate their participation. Additionally, recruiters can be very helpful in publicizing your air show.
- b. We request you give full support to DoD recruiting efforts. Such support should include, but not necessarily be limited to:
  - i. Coordinating with local Navy Recruiting personnel
  - ii. Providing prime space for the recruiting display booth
  - iii. Setting up/coordinating public appearances with support from Navy Recruiting personnel
  - iv. Arranging for enlistments/re-enlistments

## CHAPTER TWELVE - PUBLIC APPEARANCES

### 1. COORDINATION:

- a. All public appearances must be coordinated with the team at least 15 days before their scheduled appearance.
- b. Never commit the team to an activity or event unless it has been approved in advance.

### 2. AVAILABILITY:

- a. Due to crew rest and demonstration preparation, the team may not be available for public appearances on the day of your air show, except for post-show receptions.
- b. All public relations commitments must be within a maximum of 30 minutes driving time from the hotel.

### 3. REQUIRED INFORMATION:

- a. We request the following information for each public relations event.
  - i. Name of event: Visits to schools, hospitals, golf matches, buffets, dinners, interviews, etc.
  - ii. Location of event: Complete street address, to include zip code
  - iii. Date/time of event
  - iv. Description: Brief description of what the event sponsor/host would like the team to do while at the event and an estimate of how many will be present
  - v. VIPs/dignitaries attending: Guests to include the mayor, civic dignitaries, military officials, etc.
  - vi. Attire: The required dress for the event. The team has limited space in which to carry extra clothing.
  - vii. Driving Time: Because of the team's tight schedule, they need to know how long it will realistically take to drive from the hotel to the public relations events. Please err on the liberal side when estimating driving times.

### 4. PRESHOW PRACTICE:

- a. Invite media representatives to be present for the practice demonstration. This is a good time for planeside team interviews. Do not advertise the practice as an official demonstration.
- b. Practices are excellent for hosting groups, which would otherwise have difficulty seeing the actual demonstrations (physically challenged, elderly, etc.). Notify the team if you plan for any special groups to attend the practice. The team will allot specific time in their itinerary to meet with these individuals.

ATTACHMENT 1

AIR SHOW DIRECTOR FORM  
(DUE 30 DAYS PRIOR TO AIR SHOW)

FROM: \_\_\_\_\_, Air Show Director

TO: F/A-18F East Coast Rhino Demo Team

SUBJ: AIR SHOW SUPPORT FOR THE EAST COAST SUPER HORNET DEMO TEAM

I have reviewed the support manual and checklist below and completed all appropriate items.

Chapter 2 - Things We Need To Know

- ☐ Air Show Information Sheet (Attachment 2)
- ☐ Schedule of Events

Chapter 3 - Maintenance Personnel

- ☐ Meeting time and place: \_\_\_\_\_

Chapter 4 - Housing

- ☐ Hotel: \_\_\_\_\_, phone number: \_\_\_\_\_
- ☐ No more than 20 minutes driving time from show site
- ☐ Local phone and 1-800 number charges waived or costs defrayed
- ☐ Parking charges waived or costs defrayed
- ☐ Dining, complimentary fitness facilities, and laundry/dry cleaners nearby
- ☐ Non-smoking rooms

Chapter 5 - Transportation

- ☐ Three fully fueled and serviced vehicles (one minivan, two mid-size cars)
- ☐ Release of liability for courtesy/non-rental vehicles
- ☐ Unrestricted flight line, parking ramp, and on/off base use for all vehicles

Chapter 6 - Operations

- ☐ Airfield diagram
- ☐ Show line
- ☐ Show center
- ☐ Crowd line
- ☐ Aircraft parking
- ☐ Weight-bearing waiver (as applicable)
- ☐ Runway/taxiway sweepers
- ☐ Demonstration aircraft airspace use
- ☐ Communications equipment
- ☐ Demonstration not scheduled within 15 minutes of Blue Angels/Thunderbirds pre-show start time (as applicable)
- ☐ Balloons
- ☐ VIP Tickets

## Chapter 7 - FAA Waiver/NOTAMS

- ☐ FAR 91.117 (a) - Airspeed in excess of 250 knots below 10,000 feet
- ☐ FAR 91.117 (b) - Aircraft speeds in an airport traffic area
- ☐ FAR 91.119 (b) - Minimum safe altitudes over congested areas
- ☐ FAR 91.119 (c) - Minimum safe altitudes over other than congested areas, except not closer than 500 feet to persons
- ☐ FAR 91.127 - Operating on or in the vicinity of an airport
- ☐ FAR 91.129 - Operations at airports with operating control towers (when appropriate)
- ☐ FAR 91.303 (c) - Aerobatic flight within a federal airway
- ☐ FAR 91.303(e) - Aerobatic flight below an altitude of 1,500 feet above the surface
- ☐ Airspace 5 NM radius from show center
- ☐ Airspace surface to 15,000 feet AGL
- ☐ NOTAMS
- ☐ TFR

## Chapter 8 - Air Traffic Control

- ☐ Hazards
- ☐ Runway Barriers
- ☐ Notification of local airports within 5 NM of airfield

## Chapter 9 - Maintenance

- ☐ FOD Control
- ☐ Fuel requirements
- ☐ Maintenance equipment
  - ☐ Hydraulic cart (MIL-H-83282)
  - ☐ One 50 LB HALON or CO2 fire extinguisher
  - ☐ Universal tow bar
  - ☐ Tow vehicle
  - ☐ Nitrogen cart

## Chapter 10 - Security

- ☐ Crowd security
- ☐ Aircraft security

## Chapter 11 - Navy Recruiting

- ☐ Enlistment/Reenlistment Ceremony (if applicable)
- ☐ Coordinate with Navy Recruiting personnel
- ☐ Prime space for recruiting display booth

## Chapter 12 - Public Appearances

- ☐ Event information

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Air Show Director Signature

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Date

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Air Show Director Printed Name

ATTACHMENT 2  
AIR SHOW INFORMATION SHEET

Air Show Name: \_\_\_\_\_

Site/Location: \_\_\_\_\_

Current Show Date and Takeoff Time: \_\_\_\_\_

Base Operator

Command Post

Base Operations

Commercial: \_\_\_\_\_ Commercial: \_\_\_\_\_ Commercial: \_\_\_\_\_

DSN: \_\_\_\_\_ DSN: \_\_\_\_\_ DSN: \_\_\_\_\_

WG/CC

OG/CC

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Commercial: \_\_\_\_\_ Commercial: \_\_\_\_\_

DSN: \_\_\_\_\_ DSN: \_\_\_\_\_

Demonstration Team Project Leader

Maintenance Representative

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Commercial: \_\_\_\_\_ Commercial: \_\_\_\_\_

DSN: \_\_\_\_\_ DSN: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

FAX: \_\_\_\_\_ FAX: \_\_\_\_\_

Air Show Director

Billeting/Housing Representative

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Commercial: \_\_\_\_\_ Commercial: \_\_\_\_\_

DSN: \_\_\_\_\_ DSN: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

FAX: \_\_\_\_\_ FAX: \_\_\_\_\_

Transportation Representative

Name: \_\_\_\_\_  
Commercial: \_\_\_\_\_  
DSN: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
FAX: \_\_\_\_\_

Air Boss

Name: \_\_\_\_\_  
Commercial: \_\_\_\_\_  
DSN: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
FAX: \_\_\_\_\_

Local Navy Recruiter

Name: \_\_\_\_\_  
Commercial: \_\_\_\_\_  
DSN: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
FAX: \_\_\_\_\_

ATTACHMENT 3

RELEASE OF LIABILITY FORM

If courtesy/non-rental vehicles are being used, please return this letter with Attachments 1 and 2. If rental vehicles are used, DoD will insure all members of the East Coast Super Hornet Demo Team (not to include civilian Legacy Flight pilots) while they are operating rental vehicles. Team members may or may not be covered with their own insurance when they operate courtesy/non-rental vehicles; therefore, the requirement for this letter.

Any questions concerning this issue should be directed to the demonstration team.

Air Show Director Endorsement/Concurrence:

Concur     /     Non-concur

(circle appropriate one)

\_\_\_\_\_  
Air Show Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Air Show Director Printed Name